**MUNDARING PRIMARY SCHOOL P&C**

**General Meeting 23rd July 2018**

Meeting Minutes

**Attendees:** Yvonne Chow, Marisa Groenewald, Paul Larkin, Claudia Peet, Coralie Gibson, Erandi Parish, Neridah Zlatnik, Sharon D’Abbs, Shamaal Pennison, Tanisha Wright, Lucy Polich, Dan Ferguson

**Apologies**: Kate Pether, Mira Shaal, Christine Wright

| **Notes** | **Due date** |
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| 1. ***Confirmation of previous Minutes***
* All actions from previous meeting confirmed as completed or in progress.
* Actions to ratify from previous meeting
	+ Fathers day stall purchases were $649.50. This is a change from the previously agreed budget of $800.
	+ Disco budget of $1000.
	+ Quiz night up-front budget of $2000 including $1000 bond for the venue. Doesn’t include drinks, which are invoiced after consumption.
	+ $3 needed to top up Mundaring Shire quick grant of $297 for the bubble machine.
	+ Amendment needed to sub-committee lists as Coralie is on canteen sub-committee not auxiliary.
* Claudia moved and Erandi seconded all actions from previous meeting.
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| ***Correspondence***  Out * Wood raffle thank you letters sent to Chris Mitchell Landscaping for the wood and Mundaring Village pharmacy for allowing wood raffle out the front of the shop.

In * Shire of Mundaring – Annual Food Business Fee reminder
* SDERA (School Drug Education and Road Aware) news
* WACSSO annual conference
* Advertising pamphlets from Australian Fundraising Specialists
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| ***Reports:***President* Preparations for disco are on track. Art room to be used for making decorations. Juice boxes have been purchased.
* Student councillors to do the big posters around the school. Little posters to be distributed one to each student.

**ACTION**: Claudia to organize a disco sub-committee meeting. Treasurer * Written report tabled.
* Nearly $39,000 in the bank including $20,000 committed to funding the under cover area extension
* WACCSO fee of $801.38 paid
* Next term deposit due in September. Commitment to school to be paid by the last day of school. Decision can be made once we know how much was made from quiz night etc.

**ACTION**: Decision to roll over term deposit will be made at the next meeting in August.Communications* No update as Amanda was absent.

Canteen * Canteen running well although roster has been harder to fill this term.
* Discussion to switch canteen day from a Monday to a Tuesday. Every first Monday of the term is a pupil free day and the public holidays means there are a lot of Mondays when there is no canteen. Then when we open on a Tuesday after being closed on Monday people aren’t aware so it is too quiet.
* Proposal to do Tuesday in term 4 and we can do a Facebook poll to gauge support for the change.

**ACTION**: Sharon to advertise during the rest of term 3 that the canteen will open on Tuesday and Friday in term 4. October 9 will be the first day we open on a Tuesday.* No specials on this term.
* Sports carnival canteen to be organized over the next few weeks.

Uniforms * No polo shirts (of certain sizes) in stock. Instead of re-stocking with the current uniform Marissa will now start stocking the new types of shirts and dresses.
* Of the current uniform there are about 20 dresses, 20 pairs of cargo pants and about 30 rugby jumpers that sell very slowly.

**ACTION**: If the current supplier won’t take back unsold clothing items Marissa will sell them at heavily discounted prices. Advertising pamphlet and order form will be circulated to parents with the disco flyers. * If stock is still left over Yvonne could put a notice in the WACSSO newsletter.
* Willandra and Armadale primary schools both have the same dresses as part of their uniform so may be interested.
* New style of jackets to be ordered in January 2019 for next winter.

Fundraising * Wood raffle made a profit of $860.20. Special mention to the parents and students who helped out.
* Fathers day gifts have been ordered and wrapping will happen tomorrow (July 24).
* Kindy stall for Fathers day will be on the 28th of August and rest of the school on the 29th
* Quiz night $2000 requested includes liquor licence $53, venue bond $1000, venue hire $437, $105 hire glasses and jugs.
* Major donations include from Ming restaurant banquet for eight, Bunnings, lunch for 10 at parliament house, bottles of state parliament wine, mountain bike, fruit boxes from Stoneville fresh, stubby holders for first prize table, Andersons to do bumper stickers for placegetters.
* Major items to be sold via live auction with others prizes to be sold via a silent auction.
* Businesses that donate over $200 will be given free advertising on the Mundaring P&C business directory for the rest of the year.
* For Christmas there will be no raffle we will just do donations like bring a can. P&C will just do the safe flame candles at carols by candlelight.

**Action**: A fundraising schedule for 2019 will be set by week 7 and will be a 2-year event schedule. This will help arrange events in advance such as Bunnings sausage sizzle, colour-run, lap-a-thon, read-a-thon, awesome arvo etcPrincipal * Principal tabled a written report
* All the interactive whiteboards have now been upgraded and the school received a special price.
* Social and Emotional Learning will continue in term 3 in order to thoroughly cover the content. A review of Aussie Optimism will be undertaken in Term 4.
* Edu-dance commenced today. Two concerts will be held (instead of one as in previous years) so we can fit all the parents and students in the undercover area.
* Building improvement program including managing stormwater runoff is being undertaken before doing the enclosure of the undercover area.
* Plastic free July will be continued on with ‘Waste-free Wednesday’

**ACTION**: Sharon to investigate replacing plastic straws with paper straws in the canteen.* New signage has been put up advertising enrolments
* Our latest submission for the after school sports program for term 3 was not successful. Approval is generally not given twice in a row as this is a very competitive grants program.
 | Aug 1Aug 27Sept 21Aug 3Aug 27Aug 27 |
| 1. ***General business***

**ACTION**: Yvonne is attending the WACCSO conference on August 18 and will update the P&C about the conference at the next meeting.   | Aug 27 |
| The next general meeting will be held on Monday 27th August (week 7) at 7.30 pm in the staffroom. |  |
| Meeting Closed: 8.54 p.m. |  |